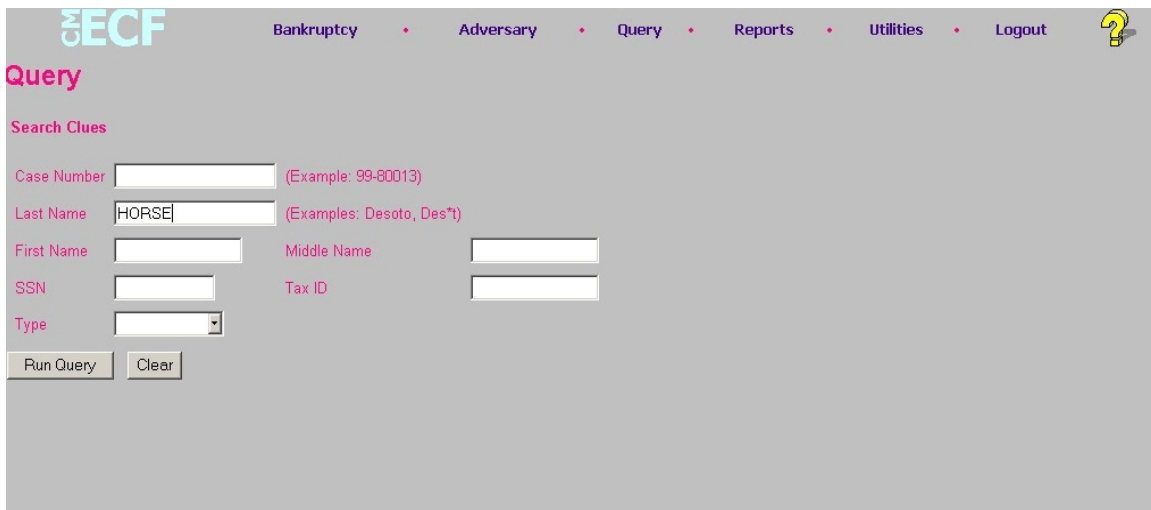# QUERY

Query Selection Screen

The **Query** function allows the user to view a variety of data categories for an individual case, such as **docket report**, f**ilers**, **associated cases**, etc.

Case number or characteristics are first specified on the selection screen shown below. In more than one case/person meets the criteria, the user selects one and then chooses what data to view.

STEP 1 Select **Query** from Main Menu. Selection screen appears and allows the user to specify case number or characteristcs.
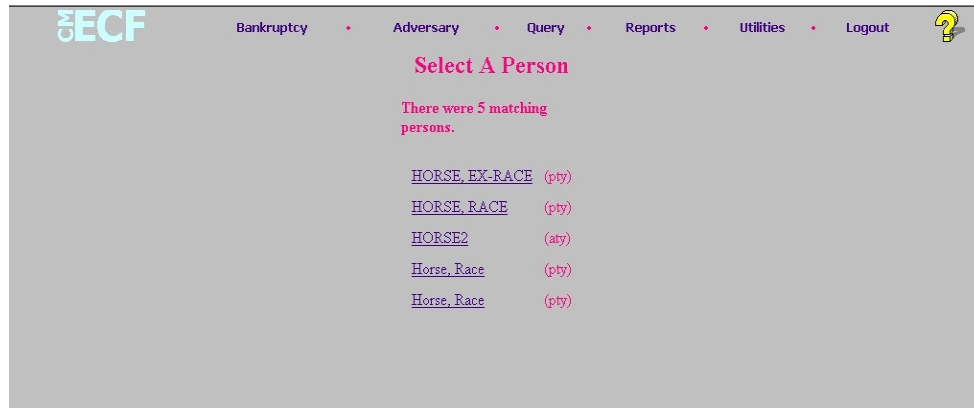
Note: You will be asked to enter your PACER login and password to view case

information if you are not already logged into PACER.

STEP 2 Select a Case screen appears if more than one case/person meets the criteria:

◆   Click on the correct case from the pick list

STEP 3 The **Query Menu** will appear:
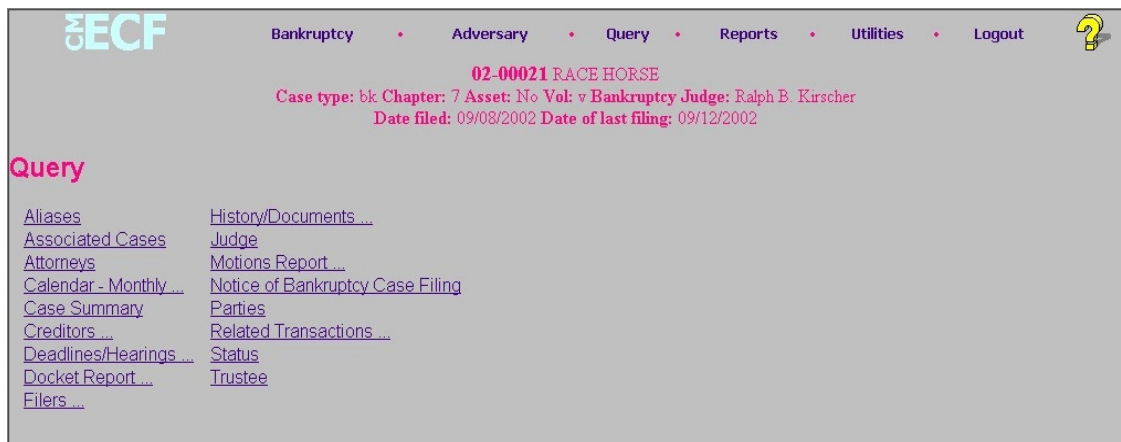
Note: This menu allows the user to view many different pieces of information. Some of the selections ask the user for certain sort criteria, i.e., date range, chapter, etc. By reading the sort screens carefully, the user should have no problems retrieving the desired information. If difficulty arises, please contact
our ECF Help Desk at: 497-1249, 497-1244 or 497-1252.